

**2007 PAYABLE 2008 PROPERTY TAX
ASSESSMENT AND BILLING DEADLINES
AND
COMPLETION DATES**

REQUIREMENT	RESPONSIBILITY	STATUTORY DEADLINE	PROPOSED COMPLETION DATE
Annually all assessment data submitted to DLGF in a required electronic format	County Assessor	Prior to October 1 each year beginning with the 2003 assessment year (Prior to 10/1/07)	Data for 2007 payable 2008 submitted to DLGF November 28, 2007
Submit all sales disclosure data in a required electronic format annually	County Assessor	Process should have started beginning with 2004 data submitted by 3/1/05. (06 data submitted by 3/1/07)	2006 sales disclosure data submitted to DLGF April 2007.
Annual adjustments of property values (trending)	County Assessor		Assessor contracted with Scott Potts on 12/12/07 to perform trending. Completed and sent to DLGF on March 20, 2008
Submit trending report to DLGF for approval	County Assessor/S. Potts		Proposed completion date for DLGF approval of trending report (ratio study) is on or before April 10, 2008
After approval of trending report Assessor must send Form 11 (Notice of Assessment) to all property owners	County Assessor	Per DLGF this requirement can be performed after certification of assessed valuations to Auditor.	Proposed completion date:
Property owners have 45 days to appeal the assessment using the Form 11.	County Assessor/PTABOA	45 days after mailing Form 11's	Proposed completion date:
Certification of new Assessed Valuations to County Auditor	County Assessor	July 1, 2007	Proposed completion date: April 10, 2008
Complete the Tax Increment Finance (TIF) Neutralization worksheet and submit to the DLGF for approval	County Auditor		Proposed completion date:

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Complete the Certification of Net Assessed Valuations and submit to the DLGF	County Auditor	August 1, 2007	Proposed completion date: May 10, 2008
Reworks the 2008 budgets, certifies tax rates, and issues budget order to County Auditor	Department of Local Government Finance	February 15, 2008	Proposed completion date: June 10, 2008
Final tax rates are advertised. Rates are advertised (3) three times (1) one week apart	County Auditor		Proposed completion date:
2007 payable 2008 Abstract of Taxes completed and approved by State Auditor	County Auditor	March 15, 2008	Proposed completion date: July 10, 2008
(Preparation of Tax Statements cannot be started until the Abstract has been approved by the State Auditor.)			
Tax bills printed and mailed. Must have tax statements in the hands of the taxpayers fifteen (15) days before the due date	County Treasurer	April 25, 2008	Proposed completion date: August 10, 2008
Collection of 2008 Spring installment of taxes	County Treasurer	May 10, 2008	Proposed completion date: August 30, 2008
Settlement and distribution of collected taxes to units of government	County Auditor	51 days following property tax due date	Proposed completion date: October 21, 2008
Collection of 2008 Fall installment of taxes	County Treasurer	November 10, 2008	Proposed completion date: November 10, 2008
Settlement and distribution of collected taxes to units of government	County Auditor	51 days following property tax due date	Completion Date: December 30, 2008.